



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

APR 27 2017

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

Sandra Connors  
Director, Office of Strategic Environmental Management  
Office of Policy  
Office of the Administrator  
Environmental Protection Agency  
Washington, DC

Dear Ms. Connors:

Senior management has approved your reassignment to the SES position of Deputy Director, Office of Wetlands, Oceans and Watersheds, ES-0340-00. This position is located in the Office of Water. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective April 30, 2017. If you have any questions about this reassignment, please contact me at (202) 564-7287.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Roberts".

Suzanne Roberts, Acting Director  
Executive Resources Division

Attachment:  
Acknowledgement of Reassignment

## ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Deputy Director, Office of Wetlands, Oceans and Watersheds, LS-0340-00. This position is located in the Office of Water with an official duty station of Washington, DC.

I wish to:

wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:



waive the 15 calendar day notice period and have the reassignment effective April 30, 2017. (please check block)

Signature:

*Andrea C. Lee*

Date:

*4/27/17*

Please send a signed copy via e-mail or fax (202-564-9612) to Howard Barnett.